



JOB DESCRIPTION

ORGANIZATION: EXCEL ACADEMY CHARTER SCHOOLS

POSITION: TEACHING FELLOW

LOCATION: EAST BOSTON, MA and CHELSEA, MA

About Excel Academy Charter Schools

Excel Academy Charter Schools is an emerging network of charter schools in Boston based on the highly successful model of Excel's first middle school in East Boston.

Excel Academy was founded in 2003 to address very low high school and college graduation rates among minority students from low-income families in East Boston and Chelsea. Excel's flagship school serves more than 200 students in grades 5-8, over 70% of whom are low-income and Latino students. This school is the highest-performing public middle school in Massachusetts and sends more than 90% of its alumni on to college-preparatory high schools. More than 50% of Excel's students do not speak English at home.

Excel's success is built on a culture of rigor and excellence with the following elements:

- Uniformly high expectations—starting with the ultimate goal of college graduation—to which parents, students and teachers alike are held;
- Optimized use of every minute of the school day together with a longer school day and year;
- Individualized support for students with special needs; and
- Highly developed operational systems that enable teachers to focus on instruction.

Excel is developing ambitious growth plans and recently opened its second school in Chelsea. Excel plans to open roughly one new school per year over the next five years. While the first three schools in the network will be middle schools, Excel plans to open a high school in 2015.

2012-2013 Openings

We are seeking individuals who are passionate about serving an urban population and contributing to a dynamic school that already has a strong track record of success. We are currently accepting applications for the following position for the 2012-2013 school year at all three of our Excel schools:

Teaching Fellow

This is a unique opportunity to get broad and deep exposure in a high-performing urban school. This position will perform a variety of essential responsibilities, including (but not limited to):

- Teach two elective courses (such as typing or computer literacy)
- Supervise an after school program (for example, Writer's Workshop or Homework Club)
- Coordinate community service program



- Provide operational support
- Providing coverage during instructional and non-instructional time
- Leading an Enrichment activity and elective class
- Serving as an advisor to a subset of students
- Co-leading a homeroom
- Serving as a productive member of the Excel Academy community, and
- Doing whatever it takes to ensure the mission of the school is upheld.

Qualities Sought

- *Commitment To Urban Education:* Belief that there is not a more urgent task than to educate students from low-income, urban backgrounds.
- *Mission Alignment:* Belief that every student should be held to the highest academic and behavioral expectations. Understanding that a structured environment is essential for learning.
- *Entrepreneurial Spirit:* Openness to change, willingness to problem-solve, and interest in developing new ideas & programs.
- *Qualifications:* Previous teaching experience preferred. Ability to speak Spanish a plus.
- *Systems-thinker* with the ability to focus on outcomes who will thrive in a fast paced environment
- *Team Player:* Is able to work effectively in a team environment and will encourage/support others in doing their best work
- A high level of zest, grit, hope, gratitude, enthusiasm, tenacity, and humor

Please email a resume and cover letter to jobs@excelacademy.org addressed to Rebecca Korb. Applications will be reviewed as they are received, and candidates are encouraged to apply as soon as possible.

Excel Academy Charter Schools is an equal opportunity employer and therefore does not discriminate on the basis of race, color, national origin, sex or disability.